



Paternity Leave Policy

Ilfracombe Town Council

1 Ordinary Paternity Leave

As an employee of Ilfracombe Town Council you are entitled to Ordinary Paternity Leave provided that you have been employed by the Council for at least 26 weeks by either:-

- The end of the 15th week before the start of the week the baby is due
- The end of the week you are notified that you are matched with your child

You must also be either the:-

- Biological father of the child
- Mother's husband or partner (including same sex relationships)
- The child's adopter
- Husband or partner (including same sex relationships) of the child's adopter

2 Attendance of antenatal appointments

Prospective fathers of the Mother's spouse or partner, has the right to take unpaid leave to attend up to two antenatal appointments with the expectant mother under the Children & Families Act 2014.

By virtue of the Children & Families Act 2014 your line manager can ask you to provide a declaration confirming:-

- That you have a qualifying relationship with the expectant mother (that you are the father of the child or the woman's spouse or partner)
- That the reason for requesting time off is to attend an antenatal appointment
- That the appointment has been made on the advice of a medical practitioner, registered midwife or registered nurse
- The date and time of the appointment

3 Length of ordinary paternity leave

As long as you meet the conditions you can take either 1 or 2 weeks Ordinary Paternity Leave. If you take 2 weeks off they must be taken together. You cannot take odd days off.

4 Taking your ordinary paternity leave

To qualify for Ordinary Paternity Leave you must tell your line manager:-

- When the baby is due or when the child is expected to be placed with you for adoption
- Whether you wish to take 1 or 2 weeks leave

- When you want your leave to start

You must give your line manager the correct amount of notice in writing telling them:-

- At least 15 weeks before the beginning of the week when the baby is due, or
- Within 7 days of being told by the Adoption Agency that you have been matched with a child

Your Ordinary Paternity Leave can start on any day of the week (but not before the baby is born). It has to finish within 56 days of the baby's birth. If the baby is born before the week in which it was due, your leave must finish within 56 days of the first day of that week.

You can change the date that your Ordinary Paternity Leave starts as long as you give the Council 28 days' notice.

You can still take Ordinary Paternity Leave if your baby is stillborn after 24 weeks of pregnancy or born alive at any point of the pregnancy.

5 Statutory paternity pay (SPP)

Most employees will be entitled to SPP during their paternity leave.

To be eligible for SPP you must have been continuously employed by Ilfracombe Town Council for at least 26 weeks leading into the 15th week before the baby is due. You will not qualify for SPP if your average weekly earnings are below the lower earnings limit for National Insurance contributions. If you do not qualify, you may be eligible for support from Social Security.

For rates of payment of SPP, please refer to the website www.gov.uk.

Pay during paternity leave will be paid in the normal manner and will be subject to the deductions of income tax, pension contributions, if due, and National Insurance as usual. Payslips will be posted to your home address and emailed to your chosen email address. We will require a self certification as evidence of your entitlement to SPP and paternity leave.

Policy reviewed: 14/2/22

Adopted: 14/10/19

Next review: 14/2/24